



DISAM



SAM-IT Course Exercise 3 International Training Management System (I-TMS) Guide

14 March 2003

This *exportable training package* consists of an **Exercise** that teaches the use of the **Training Management System (I-I-TMS)**, Version 6.0 and a I-I-TMS 6.0 **Back-up disk** that is used to establish the *Bandarian* country program, the example country program used in the exercise.

NOTE: If you are doing this exercise at *DISAM*, proceed to **Page 2** and **begin** at **Start Here**.

Caution: If you are doing this exercise at *your home station*, be sure to *carefully do the following* so that you will not **accidentally delete** your **real** country training program data. Before using the **Bandarian Back-up** disk to establish the *Bandarian* country program in your computer, be sure to *use* the I-I-TMS **Tools** function to *create* a **Back-up disk** of your *real* country program. In other words, **don't wipe out** a pre-existing, *real* country program on your computer by running a **Restore** using the *Bandarian* Back-up disk, without first backing up your real country program data. After you have finished with the enclosed I-I-TMS exercise, use the **Back-up** disk of your *actual* program data to **Restore** your actual program data back to I-I-TMS.

If you have not installed the I-TMS 6.0 program, contact your Unified Command system administrator or DISAM to obtain the **I-TMS Version 6.0**, installation disk and the **SAN User's Handbook, Volume II, Training Management**. Installation instructions for I-TMS 6.0 are found in Chapter 2 of the *Handbook*.

Do the Following (if you are doing the exercise at your home station):

1. If I-TMS 6.0 is not installed, **install** I-TMS 6.0.
2. **Start I-TMS 6.0** and select **Tools, Backup**, type in disk drive being used (a:\ or b:\ etc.), **click Include STL** box, and **click on OK**. Remove the Back-up disk and label it: **I-TMS 6.0 Back-up Disk, Country, Date**, etc.
3. **Insert** the **Bandaria** Back-up disk in your PC and **select Tools, Restore**, type in disk drive (a:\ or b:\ etc.) and **click on OK**. Before removing the **Bandaria Back-up** disk, *use MS Windows File Manager* or *Windows 95 Explorer* to **copy** the **BN.EXE** file (this is the second file on the disk) to the **C:\I-TMS\DOWNLOAD** directory. If that directory does not exist, *use File Manager* or *Explorer* to **create** the directory. Then **remove** the *Bandaria* Back-up disk and **keep** it in case someone else needs to learn to use I-TMS 6.0 at a later date.
4. Also make sure that the latest **MASL and Other Downloads** and your own country **ISTL** data files have been downloaded using the SAN and placed in the **C:\I-TMS\DOWNLOAD** directory so that you can run an **update** of those data tables in I-TMS 6.0.

5. You should now be **ready to begin** the I-TMS Practical Exercise.

START HERE: Start the I-TMS Exercise here if you are doing it at DISAM or have completed the instructions on Page 1.

This exercise has been prepared for users of the **International Training Management System (I-TMS)** in country training management offices. It will show the training manager how to use the **I-TMS**, Version **6.0** software. For training purposes the **Bandaria** training program for **PY 02** is used (country code **BN**). References are made to the *SAN User's Handbook, Volume II, Training Management*, which will be used in responding to questions in this exercise. The I-TMS 6.0 software may be installed on *any* computer (including a privately owned computer at home). I-TMS 6.0 is a MS Access "Runtime" program.

NAVIGATING I-TMS

1. *Double-click* on the **TMS** icon to run the program.

2. If **I-TMS** opens in the **I-TMS (Lite Version)**, *click* on the **Switch to TMS Heavy** button.

3. To **select** any of the **menu items** on the I-TMS **main menu** or subsequent menus, simply *click once* on the desired button. To view the complete **detail data** for a specific line of training data, you must *double-click* on that training line or in some cases a specific data field.

CAUTION! Do **NOT**, repeat, **DO NOT double-click** I-TMS 6.0 **Buttons**. If you do this, you are causing the I-TMS 6.0 program to execute the function concerned *twice*. This may result in an error message. You *will*, however, be **double-clicking** on an actual training data line or data field to view the complete data



4. **Always close** an *open* I-TMS function (sub-menu), *before* opening another sub-menu. Normally you will *click* on **Quit** or **Quit/Save** to close a function or sub-menu and back up. In other words, *close* the last sub function or menu you have viewed, *first*.

5. To *exit* I-TMS simply *click* on **Exit I-TMS**. *Do not* use the **Exit to Access** function. This function will be used under the *direction* of your **I-TMS support staff** when providing assistance to you, normally over the telephone.

HELP

1. *Click* the **Help** button on the I-TMS **main menu**.

2. Or, at any time while *in* I-TMS you may *press* the **F1** key to get **Help** with the function you are using.

3. To *exit* the **Help** function, *click* on **File** and then **Exit**. Or, *click* on the **X** in upper right corner of screen.

COUNTRY DATA

Note: In this exercise, **do not** enter any country code other than **BN** for **Bandaria**. You will have a chance to do your own country program after you finish with the Bandaria program examples. To avoid confusion in the exercise, **do the following** to delete data that may have been entered for a country other than Bandaria. I promise, you will be able to examine your own country data later in the exercise.

- Click on **Country Data** from the I-TMS main menu.
- Click on **Table Data** from the Country Data menu.
- Click on **Country Profiles** from the Table Data menu.
- If countries other than **BN....Bandaria** are listed, click on the **other country** (even your own) and then click on the **Delete** button.
- Do this for **all** countries but **Bandaria**.
- Click on **Quit** as needed to **return** to the **main menu**.

1. Before you can do anything in I-TMS you **must establish** a **Country Profile**. You only need to create the Country Profile once for a country, but you should *review* it periodically and ensure that the information is up-to-date. A country profile has *already* been established for the ODC in **Bandaria**. When you arrive in-country, make sure your country profile information has been entered or (for example) your SAO's name and address will not print out on the Invitational Travel Order (ITO). Don't take a shortcut, either. If you don't enter the country/implementing agency ceilings or an FMS case profile, your summary reports won't tell you where you stand in relation to that ceiling or to that FMS case profile.

2. Click on **Country Data** on the **main menu** and then **Country Profile**.

Practice:

- The two character Country Code, **BN** for Bandaria, should appear. Click on **OK**. Examine the information that has been entered by the SAO in Bandaria, uniquely for that country.

- Change Comdt Harim Chadi's name to **your own** name, rank, etc. Just click on the entry, delete and change.

- It is best to **accept** the **default** time periods for giving an ECL test and canceling training, etc. But those too can be changed to suit the SAO.

- The **IMET Incremental FMS** pricing choice is the one that should be selected for a country that is authorized an IMET program. **Note:** **Keep** this selection—**do not** select the price category for your country at this time. The other choices are for FMS only countries: **FMS (cash)**, **FMS NATO**, **FMS NRC (Israel)**. Bandaria has an IMET program, of course. If you have a grant funded FMS case (Egypt has one and all the Army INL cases are grant funded) you choose that FMS price category when you set up the **Profile** for that FMS case.

Country Profile Bandaria (BN)

Name of Organization	Mailing Address
Bandaria Ministry of Defense	5701 Rue Des Plaintain
Training Directory	Harat, Bandaria
	B.P. 467-2567

ITO Authorized Signature: Harim Chadi
Title: Director MOD Training

POC Name (i.e. Training Officer, Training F.N., etc.): Comdt Harim Chadi
POC Commercial Phone Number: 39-567-1864
POC DSN Phone Number (if available):
POC Fax Number:
POC E-mail Address: harim.chadi@hotmail.com
POC Message Address:

Program(s) of Responsibility:
All ☒ Army ☐ Air Force ☐
Maritime ☐ Other ☐

Earliest ECL Test Date is: 105 Days Prior to Report Date
Latest ECL Test Date is: 65 Days Prior to Start Date
Cancellation Date is: 62 Days Prior to Start Date
Latest Predeparture Briefing Date is: 0 Days Prior to Report Date
Move Student Data to History: 30 Days After ITO Date

FMS Pricing:
☐ Full FMS ☐ FMS NATO
☐ NRC ☒ IMET Incremental

TLA Paid? ☐ CONUS Travel ☒ Living Allowance ☒
OCONUS Travel Costs: Airfare: \$2,047 (Roundtrip)
Load Rates
Travel Days: 3 (Roundtrip)
Excess Baggage Cost: \$0 (Roundtrip)

Country Allocation IA Ceilings PO Allocations FMS Case/Line Save/Quit

- For Bandaria, the IMET program will pay **OCONUS Travel** and the **Living Allowance**. **Oops!** The cost of **OCONUS Round Trip Airfare** has increased to **\$1500**, the travel to **3 Travel Days**, and there is an **Excess Baggage Cost** of **\$150**. Make the necessary changes.

- Click on the **FMS Case/Line** button in the **Country Profile** screen.
- Double-click on the **T-37/38 “Peace Trainer”** FMS case line.

This (see following page) is the **profile data** that has been entered for this specific FMS case by the training manager in ODC Bandaria. He obtained the data from the actual FMS case LOA (**BN-D-TCF**) and from a I-TMS report he ran on line **TCF999** of that case. (Air Force always makes the training line on a system sale, line number 999.) Later when you run a report on this FMS Case, you will see where you stand in relation to the overall case value. If you similarly complete this FMS Case Line Detail information screen for your FMS cases in-country, you too will have a quick way of keeping track of how much training you have programmed in relation to the overall case or line value.

FMS Case/Line Detail

CC **BN** Case **TCF999** MILDEP **D** PO **D** Status: **Active**

MILDEP Abbreviation: **AFSAT** PO Abbreviation: **Air Force**

Case Name: **T-37/38 Peace Trainer**

LOR Submitted: **15-Mar-93** LOR Received/Acknowledged by MILDEP: **20-Mar-93**

MILDEP Suspension to prepare LOA: **01-Oct-93** LOA Expiration Date: **30-Nov-93**

Extension Requested: ☐ Extension Granted: ☐ New LOA Expiration Date:

Date LOA Accepted (signed): **15-Nov-93** Date Case Implemented: **01-Dec-93**

Date Initial Deposit Sent: **15-Nov-93** TLA: ☐

Initial Case Value: **\$10,000,000** Case Pricing: ☐

Program Management Line Value: **\$200,000** FMS: ☐

Medical Line Value: **\$100,000** NATO: ☐

Other Services Value: **\$40,000** NRC: ☐

Net Case Value: **\$9,660,000** FMS INCR: ☒

GRANT: ☐

Undo **Save/Quit**

- Click on **Quit** until you return to the I-TMS main menu.

TOOLS

1. Click on **Tools** on the **main menu** and then select **Download Path**. You must *ensure* that the **path statement** reads: **c:\TMS\download** (lower or upper case). If it does not, *change* to **c:\TMS\download**. The **TMS\download** directory is established automatically for you on your **C:** drive when you install I-TMS 6.0. This is a I-TMS 6.0 **change**—the original Download Path was **C:\linkpc\download**. Once you become *experienced* with I-TMS, you can *change* the download path if you want to download the data to a different directory or even a different drive. Click on **Quit** to save and return to the **Tools Menu**.

2. Click on **Backup** on the **Tools Menu**. Be sure to select the **Include STL** box. All you have to do (but, don't do it now) is *place* a blank, formatted disk in the floppy drive (normally the **A:** drive) and click on **Backup**. If you want to *capture* all of the entries you are making in this exercise, simply use the **Tools** function to make a **Backup** disk at the end of this exercise. Click on **Quit** to return to the **Tools Menu**.

Note: One of the most important functions of **Tools** is the ability to *create* a **Backup** disk of your I-TMS 6.0 databases. It is strongly recommended that *backups* be accomplished on a regular basis. Certainly, in a country where power outages (or “brownouts”) are a problem, backups should be done on a daily basis. A **Restore** can then easily be accomplished using the **Backup** disk. This functionality is very helpful when running I-TMS on one computer, making a backup disk on that computer, and then using that disk to recreate your country program (with all associated databases except the MASL) on a different computer by simply doing a restore.

UPDATING DATABASES

1. **New country training program data** is provided via **download** from the SAN on a *weekly* basis. Please note that the terms **STL** (standardized training list) or **ISTL** (integrated standardized training list) may be used interchangeably. The STL data is the actual country training program data provided by the three Mildeps to the SAN. The combining of that separate STL data into a single, integrated country training program that can be downloaded by Country Code from the SAN, is what we call the ISTL. You can refer to it as either. New **MASL and Other** data tables are made available for download on a *monthly* basis. However, since changes are continuously being made to these tables, a more frequent update that

monthly is a good idea. All of the current files available for download are provided in **Dbase III** format. Should you want to look at the actual data, you can import it to MS Access or open the data files in an Excel spread sheet, etc.

2. When data is *downloaded* from the **SAN Web** it should be downloaded to the hard drive (**C:** drive) in the following directory--**C:\TMS\DOWNLOAD**. The ISTL data is provided via a single compressed file. Using *Bandaria* as an example, the file name is **BN.EXE**. The **BN.EXE** file contains several compressed *Dbase III* files: **BN.DBF**, **BN.DBT**, and **BN_DIADS.DBF**. The **.DBF** file contains all of the data elements in an ISTL training line except for the **Remarks** field that is in the **.DBT** file. The **DIADS** file contains allocation data. The **BN.EXE** file for *Bandaria* has already been placed in the above directory for use in this exercise.

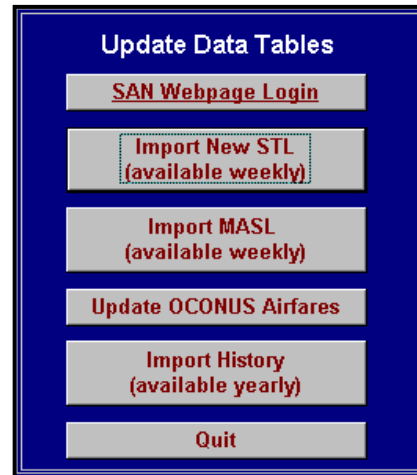
Note: When doing this exercise at home station, the **BN.EXE** file must be copied to the **C:\I-TMS\DOWNLOAD** directory for the following Update to work.

Practice:

- Click on the **Update** button on the **main menu**, then **Import New STL**. The *Bandaria* STL data will then be imported into I-TMS from the **C:\TMS\DOWNLOAD** directory. Do **not** press *any* keys while I-TMS is *importing* the data. Notice that the cursor becomes an **Hour Glass**, indicating that a process is on-going. Do **not** disturb.

- Click on: **No** (for Reconciliation Report question), **Yes** (for Accept STL question), **No** (for Post Pending Changes question). Click on **OK** and then **Quit**.

- After you are out in your SAO, don't forget to *run* a **Reconciliation Report** if you wish to identify changes in your STL data since the last update. This will indicate whether or not the Mildep training agency has processed changes you have requested. You must, however, allow for time lag, etc. This will also reveal unexpected changes in training prices. If you *click Yes* to Post Pending Changes, I-TMS will keep track of any changes you have made (requested deletions/additions) since the last data download. If you *click No* to Post Pending Changes, I-TMS will completely overlay your current STL data with the downloaded data.



3. Updating the **MASL** (and the *other* databases that come with the MASL) is simply a matter of clicking on **Import MASL**. But, **don't** do this now, as we have not previously downloaded the MASL from the SAN. The **Import History** function is a new I-TMS 6.0 function that will allow an annual update of historical training data provided from the Mildep computer systems. SAOs have not previously had access to this data. A worldwide announcement will be made when this update is to be accomplished. The **SAN Webpage Login** function is again a new I-TMS 6.0 function that will allow for the upload of data from the SAO to the SAN (and the Mildeps). This will also be announced when ready.

4. Click on **Quit** to exit the **Update** function.

VIEWING DATA

1. The **View** option on the **main menu** provides a function where the I-TMS user can **view** the **I-TMS databases** and even **edit** some of them. Remember that when you want to view an *entire* training program for an IMET program year or a complete FMS case, it is better to do this using the I-TMS **Reports** function.

Click on **View** from the **main menu** and look at the list of options. Following are the principal databases used in I-TMS.

STL Database--the country's established and approved IMET or FMS training program.

MASL Database—a master list of all training that can be provided under the S.A. program. Sometimes referred to as the master price list of all training. When requested and approved, this will constitute the country's training program and will appear in the STL database. The **Course Description** and **Training Location Information** databases can be viewed from the MASL database.

E-IMET Courses--a data table that identifies courses that qualify as Expanded IMET training.

LOCATION Codes—a data table that identifies the training installations.

OPI Requirements—a data table that identifies all training that requires an Oral Proficiency Interview.

Note: To really understand the use of the I-TMS program, you must understand the various databases that it uses. Have *patience* as you do the following **Practice**. You will be learning the various **training databases** and become familiar with the individual **data elements** as you view the data.

2. One of the things you will use I-TMS for on many occasions is to **find** a specific course of instruction, determine its *price* and *duration*, read the course *description*, look for *prerequisite* courses, and obtain information about the *training activity*.

Practice: Viewing MASL Data

- From the **View Menu** click on **MASL**. Many times you don't know the **MASL ID** so just click on **OK** to go to the beginning of the **MASL** data table. Click on the **Find Title** button, type in the word **infantry**, and click **OK**. Do you notice that you get not only **Army** infantry courses but also some entries from the **Navy** portion of the MASL that are **Marine Corps** courses. Try some other searches using a word or *portion* of a word that you think may be in the **Course Title** field. Click on **Quit** and return to the **MASL Data** screen.

- Now click on the **Category** button on the **MASL Data** screen. This function that gives you the ability to search the entire MASL database by breaking it up in more meaningful *categories* of training. The Mildeps enter data in their MASL databases, assigning MASL numbers that begin with the numbers shown in the left column. Scroll down until you get to number **171** or **Command/Staff** training. Click in the selection box that appears after Command/Staff (an **x** appears) and click on **OK**. Scroll down and view the PME courses for all services that are in this category. Click on **Quit** twice and return to the **View Menu**.

- Now let's find a training location or school and the courses taught at that location. From the **View Menu** click on the **Location Codes** button. Then click on the **Find Location** (not **Find Loc** button). Type in a word that you think might be found in the address of a training location. Try **wright** for Wright-Patterson AFB. Identify the three character **Location code** for the Air Force Institute of Technology (AFIT). Try some others and identify several other **Location codes** for various schools. If you know that a training center/school name or address has *changed*, just *double-click* on that data line and you can *edit* it. Click on **Quit** as needed to return to the **View Menu**.

- Now let's find all of the courses contained in the **MASL** that are taught at a specific school. Click on **MASL** on the **View Menu**. Type in the location code **W-P** in the **Location** block and click on **OK**. Do you see how easy it is to identify all of the courses at a particular school or training activity. Try some others. Click on **Quit** and return to the **View Menu**.

- Now let's look in more detail at the **MASL** database. From the **View Menu** click on **MASL**. Type in the **MASL ID.....D171002** and click on **OK**. Click on **View** or **double-click** on the Air Command & Staff College line. Examine the various data fields--most of them are straight forward and easy to understand.

Refer to the Security Assistance Network User's Handbook, Vol II, Tng Mgt, Pages A-1 thru A-3 for help in interpreting all MASL data fields.

MASL ID **D171002** Analysis Code **AA** Professional Military Education

Title **AIR COMD & STAFF COLLEGE**

Course Number **AU** Prerequisite **D171014**

ECL **70SA** Price Code **A** Security Clearance **U**

LOC **MAX** **MAXWELL AFB, AL 36112-6323** Duration **044**

PY	FMS	NATO	FMS INCR	HRC	IMET
0	\$62,080	\$48,050	\$12,060	\$15,790	\$10,070
1	\$59,410	\$44,780	\$11,450	\$14,720	\$9,690
2	\$61,670	\$46,550	\$11,650	\$15,040	\$9,810

View Course Descriptions

Print MASL Detail **Print Course Descriptions and Notes**

* Double click yellow blocks for additional information. **Return**

- Double-click on the **MASL ID** in the **Prerequisite** block. What does this give you? Answer _____ Click on **Return** to return to the Air Command & Staff College course. Click on the **View Course Descriptions** button. I-TMS 6.0 actually gives you access to the **Course Descriptions** that were previously contained only in the Military Service international training catalogs. There is a *hidden* scroll bar to the right of the course description (it may not be visible, but it is there) that will scroll through the complete description text. And, you can click on **Print** to print the description. Click on **Done** to return to MASL D171002. Finally double-click on the location code **MAX** in the **LOC** block. We are still working with the Mildeps to complete this database for you, but you can actually edit it yourself if you have additional information on the training activity. Click on **Quit** or **Return** to return to the **View Menu**.

Note: At the present *not all* training location information or course descriptions are provided by the Mildep training agencies. They are working to correct this. Army **SATFA** and Navy **NETSAFA** are now providing their **course descriptions** and **training location information** via their web sites. It is hoped that AFSAT will soon provide this much needed information.

- From the **View Menu** click on the **E-IMET Courses** button. I-TMS provides a table of all courses that qualify as **Expanded IMET**. The "C" that appears in the **Student Code** column means that the student attending the course must be a **civilian** to qualify as **Expanded IMET**. This table now agrees with the DSCA Expanded IMET catalog available on the International Training Management (ITM) web site. Click on **Quit** to return to the **View Menu**.

- From the **View Menu** click on the **OPI Requirements** button to view a list of training that requires the conduct of an oral proficiency interview. Click on **Quit** to return to the **View Menu**.

Practice: Viewing STL Data

- From the **View Menu** click on the **View/Edit STL** button. Click on **OK** to go directly to the beginning of the entire **Country STL** database. This is, of course, the *actual* country training *program* that is comprised of multiple **IMET** program years and multiple **FMS** cases. It contains primarily the training lines that send individual students to courses of instruction in the Continental U.S. It also includes lines to fund training teams that will conduct training in-country. It includes lines that fund medical services, language laboratories, language training materials, etc. You can quickly *scroll* through the data by clicking and dragging the button in the scroll bar or simply *press Page Down*.

Note: This exercise takes place during **Fiscal Year 02**. You will see **IMET program data** for **PY 00** thru **PY 04**. Our guidance to the Mildeps is to provide you the complete *current* IMET program year (in this exercise **PY 02**), the *preceding* complete program year (**PY 01**), and all out year program data (**PY 03**, **04**, etc.). Also, if a student is still in training from an earlier program year, you should have that data (**PY 00**). For **FMS funded training**, you see all training that has been entered for each currently **active** FMS case (there is no cut-off for FMS training data). In other words, you will still see older FMS training lines that have been *completed*. We provide complete data for an FMS training case because SAOs have asked us to do this so that they can see the **total value** of training that is in their program for a given FMS case. We will discuss later some of the extraneous data that appears, after you understand the data better.

- As you *scroll* through the data, *look* at **IMET** data for different **Program Years (PY)**. *Look* at the **Implementing Agency (IA)** data field to identify the **US Army-B**, **US Air Force-D** and **US Navy-P** portions of an IMET Program Year. See if you can determine the difference between an **IMET** and an **FMS** training line--hint, look at the **Type of Assistance (1=IMET, F=FMS)** code. The **CaseID** data field contains only the FMS **case designator** and sometimes the FMS **case line number**. The **Program Year (PY)** data field contains the program year *only for IMET* training. The **PY** is blank for **FMS**. The **Worksheet Control Number (WCN)** identifies the training line. For a student attending training, the **WCN** represents his *sequence* of training and there is *only one* student per **WCN** sequence.

Example: From the *beginning* of the **Country STL** database (*press Ctrl and Home* to get there), *press Page Down* until you come to the **Air Force** portion (**IA code D**) of the **Bandaria, PY 02 IMET** program. **WCN 1012** series is the officer attending the **International Officer School** and **Air Command and Staff College** at Maxwell Air Force Base.

Refer to the *Security Assistance Network User's Handbook, Vol II, Tng Mgt, Pages A-3 thru A-8* to help in interpreting all **STL** data fields.

CC	WCN	PY	CaseID	IA	TA	MASL	Course Title	LOC	DUR	PR	Qtr	Report Date	Start Date	End Date
BN	0003A	02		D	1	DEKPLUBC	AF BOOKS/PUBS/OTHER	YAF	0001	A	4			
BN	0004A	02		D	1	D00PCHT	AF PKG/CRATING/SHIPPIN	000	0000	A	4			
BN	1012A	02		D	1	D171014	INTL OFF SCH (FOR AC&SC	MAX	0007	A	3			
BN	1012B	02		D	1	D171002	AIR COMD & STAFF COLLEC	MAX	0044	A	3			
BN	1021A	02		D	1	D171011	INTL OFF SCH (FOR AWC)	MAX	0006	A	3			
BN	1021B	02		D	1	D171010	AIR VWAR COLLEGE	MAX	0044	A	3			
BN	1070A	02		D	1	D171014	INTL OFF SCH (FOR AC&SC	MAX	0007	A	3			
BN	1070B	02		D	1	D171002	AIR COMD & STAFF COLLEC	MAX	0044	A	3			
BN	1900	02		D	1	D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02
BN	1901	02		D	1	D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02
BN	1902	02		D	1	D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02

- Double-click* on the preceding **WCN** sequence (click on **WCN 1012A**). The entire sequence of training that the student is attending appears with the detail STL data for the training line that you selected.

- Click on **Save/Exit** to leave the STL data display. Click on **Quit/Save** to return to the **View Menu**. Again, refer to *SAN Handbook, Vol II, Tng Mgt* for help with individual data elements.

The screenshot shows the I-TMS main menu with the following fields and values:

- Country: BN, PY/Case Id: 02, MILDEP: D, TA: 1, WCN: 1012A, RCN: HA74
- MASL: D171014, Course Title: INTL OFF SCH (FOR AC&SC), Duration: 0007, Location: MAX
- Analys Cd: AA, Prerequisite: (empty), PO: D, Student Code: O, QTR: 3
- Price Year: 02, Priority: A, QTY: 1, FS: (empty), WCN Total: \$13,380
- Unit Cost: \$3,570, TLA (recalc): (empty), Total Cost: \$3,570
- Report Date: (empty), Start Date: (empty), End Date: (empty)
- Remarks: (empty text area)
- MASL Prices table:

FY	IMET	Duration
00	\$3,840	006
01	\$3,360	006
02	\$3,570	006
03	\$3,621	006
- Training Track table:

Del	WCN	MASL	Title	Report Dt.	Start Dt.	End Dt.
<input type="checkbox"/>	1012A	D171014	INTL OFF SCH (FOR AC&SC)			
<input type="checkbox"/>	1012B	D171002	AIR COMD & STAFF COLLEGE			

Buttons at the bottom: Add Line, Insert Line, Prev WCN, Next WCN, Undo, View MASL, Save/Exit.

* Double click yellow blocks for additional information.

- From the **View Menu**, click on **View/Edit STL**. The **STL View/Edit Selection Criteria** screen allows you to narrow your data selection so that you are not working with the whole STL database (I-TMS will be running very complex Queries and you will save time by working with smaller data sets). You can enter a specific **IMET Program Year (PY)** or **FMS Case ID**, a specific **Implementing Agency (IA)** code, or **Type of Assistance (TA)** code to go to the specific data desired. The **Price Year** code allows you to narrow your FMS selection to a specific **Fiscal Year** (when training is funded the actual FY in which it is funded is recorded in your STL data).

The screenshot shows the STL View/Edit Selection Criteria screen with the following fields and values:

- Country: BN, PY/Caseid: (empty), IA: (empty), Price Year: (empty), TA: (empty)
- Buttons: OK, QUIT

Enter IMET program year **02** in the **PY/Case ID** block, **D** in **IA** block, and **OK**. Click on **Quit/Save**.

Click on **View/Edit STL**. Enter FMS case designator **TCF999** in the **PY/Case ID** block and **OK**. Click on **Quit/Save**.

Note: In I-TMS, training is normally *either* **IMET** or it is **FMS**. In the **View/Edit STL** function and all other functions where you are selecting a specific Program Year (**PY**) or a specific FMS Case (**Case ID**), if you enter a **PY** of **02** you will get only *PY 02 IMET training* and if you enter a specific **Case ID** of **TCF999** you will get only training for *that FMS case*. If by chance, a training program does happen to have training as a result of a different **Type of Assistance** (i.e., FAA, Sec 506, **TA** code **C**) entering that different **TA** code of **C** will select that training in the program. Remember, **IMET** is **TA** code **1** and **FMS** is **TA** code **F**.

- Occasionally data will be entered with an Implementing Agency (**IA**) code different from **B**, **D** and **P**. Try finding training with an **Implementing Agency** code of **G**.
- Click on **Quit** or **Quit/Save** as needed to return to the I-TMS **main menu**.

INTERNATIONAL MILITARY STUDENT INFORMATION (IMSI) FORM

The JSAT now requires the submission of an IMSI Form (Biographical Data Information) on international military students who are officers (and the Army Sgt Major's Academy). While this form is normally filled out by the SAO, you may be asked to complete the information for your students and then convey the completed form to the SAO training office.

1. Click on **Forms** from the I-TMS **main menu**.
2. Click on **IMSI** from the **Forms Menu**, enter **02** in **PY** block, and click on **OK**.
3. Double-click on **Maj Vulke's** training line.
4. Click on the **IMSI** button.

Practice:

- Go ahead and *enter* some sample data in some of the various blocks. Use your imagination. I-TMS enters any data that applies to this form, but most of it is personal biographic data on the student.
- Again, *clicking* on **Print** will generate the MS Access document that can be printed or sent as E-mail attachment.
- Close the **IMSI: Report** screen, click on **Save/Quit** at bottom of IMSI entry screen, and **Save/Quit** until you return to the I-TMS **main menu**.

REPORTS

I-TMS 6.0 provides various well thought out reports that will prove quite useful to the average SAO training manager. **Copies** of example reports are provided at end of exercise.

1. Click on **Reports** from the I-TMS **main menu**. Then click on **Single Country Reports**. The SAO will normally *not* use the **Multi-Country Reports** (these are used by Unified Command training managers).
2. The **Detail** reports contain "line by line" data on all training lines in the program. The **Summary** reports provide summary level data that readily give the status of the program with attention to existing management requirements. The **Calendar** reports help the training manager to look at his students in date sequence of their departure.

Practice:

- Click on **Country STL** from the **Detail** column on the **Reports** menu. In the **STL Report Selection Criteria** screen, enter **02** in the **PY/Caseid** block and click on **OK**. This will give you a report for the entire **PY 02 Bandaria IMET** program. Take a look at the report.

Note on using the Scroll Bars: The **vertical scroll bar** on the **right** will move you up and down on the page of the report. The **horizontal scroll bar** at the **bottom** on the **right** will move you left and right on the page. The **page selection scroll bar** at the **bottom** on the **left** will move you to successive pages of the report.

- Do you notice that in addition to **detail line data** you are also given **Programmed Totals** by implementing agency (Army, Navy, Air Force, etc.).
- To print (*don't print* it now--you will probably want to print your own country's report later) the report, simply click on **File**, **Print**, and **OK**.

Note: NEW I-TMS feature.....you can send a report as an E-mail attachment!

- Instead of clicking on **File** and **Print** as you did above, if you click on the **MS Word** icon in the upper left corner and click on **Yes** to question about replacing .rtf file, the report is opened as a **MS Word** document with a .rtf file extension. You can then click on **File** and **Save As** and save the document in a directory on

your **C:** drive. Thus you have the ability to *send* any of your reports via E-mail to the: Mildeps, Unified Command, your country's MOD, or the country's attaché back in Washington.

- To *close* the report, *click* on **File** and **Close** or *double-click* on the **report control bar** (minus sign).
- *Experiment* using different **Selection Criteria** to see what you get with the **Country STL Report**. Enter **TCF999** in the **PY/Caseid** block and *take* a look at the data for FMS Case **BN-D-TCF**, line **999**.
- Now *do* a **Summary** report and a **Calendar** report. Again *use* varying selection criteria.
- Using the **Mildep Ceiling summary** report for **PY 02**, is Bandaria currently “over programmed?” By how much? Is it all **Priority A** training? Suppose the Bandarian Ministry of Defense asks you to request an *additional* course; what would you say?
- Using the **E-IMET Summary** report for **PY 02**, how is Bandaria doing as far as **Expanded IMET** training is concerned?
- Using the **First Report Date calendar** report, when is the **next** Bandarian student scheduled to depart for training? Assume that today's date is **1 May 2002**.

HISTORY DATA

The **History** function is the I-TMS archive function for data that has been entered via the **Student Data** function by the SAO. Student data is *automatically* archived after an ITO has been created. For the first time ever, there is now available to the SAO a ten year history data file. That ten year history file will probably be made available soon via data download on the International SAN. Thus it is not yet available for use in International TMS.

HELP AND ASSISTANCE

Good luck, and thanks for doing this **Exercise**. We hope it has helped to show you the essential functionality of the **I-TMS** program.

If you need further assistance, do call on your **SAO training manager** to help and assist you in using **International TMS**. If at any time you wish to get in touch with DISAM, simply *press* the **Ctrl** and **T** keys while at the TMS **main menu**.

The DISAM Training Faculty



Now, Do Your Training Program

USING THE SAN

1. Be sure that you are able to **download** your training program data using the **ISTL** function of the **SAN**. Remember that your data file will download as the compressed file (for *Egypt*, as an example) **EG.EXE** to the **C:\TMS\DOWNLOAD** directory on the hard drive of your computer.
2. Ask your instructor for *assistance* as needed. The system administrator *must* have set access for *you* for your *specific* country(s) for you to be able to access and download that data.

Practice:

1. Now that you have completed the exercise using the **Bandaria** program data, go into I-TMS and try the different functions using **your** country's data.
2. Establish a **Country Profile** for *your* country.
 - If you have not already created a Country Profile for **your country** of assignment, do so at this time. Click on **Country Data** on the I-TMS **main menu**, then click on **Country Profile**. Type in *your country code* and click on **OK**. Just type your SAO name--you need not type all other information that pertains to your country.
 - If you want to delete the Bandaria program data, click on **Country Data** from the **main menu**, then **Table Data**, then **Country Profiles**. Click on **Bandaria, Delete**, and then **Quit**.

Note: All country codes are listed in the SAMM, Table 600-1.

3. **Update** the **STL Database** for your country program.
 - Click on **Update** from the I-TMS **main menu**. Then click on **Import New STL (weekly)** and select the data for your country (if more than one appears). Click on **OK**. After the data import is completed, don't forget to click on **No** for Reconciliation Report, **Yes** to Accept this STL, **No** to Post Pending Changes.
4. **View** your STL data.
5. Do a **Detail** and **Summary Report** on your country training program.
 - If you want to print off a report on your country data, go ahead and do so. Please limit your printing to the current IMET program year and only current FMS data (select current **Price Year**). Don't print a large FMS case with data for training that has been completed for a long time.
6. Use the **Student Data** function to enter personal information (make it up) about a student who will attend one of your lines of training.
 - Identify an **Army training line** in your country's program (write down the **WCN, IMET PY, or FMS Case ID**, etc.). Using the **Student Data** function, enter some **student data** (make it up) on the student attending that training. Go right from the **Student Information** screen and do an **ITO** for that student.
7. Do a **Backup** of your STL and other databases if you want to capture your work to take with you. But...

Note: Be careful. Do *not* do a **Restore** using this disk when you arrive in-country and **wipe out** what is in the computer there in your office! Be sure to do a **Backup** of the program that is *already* in the computer *before* you do the **Restore** with your DISAM disk or your Bandaria Backup disk.

Note (Very Important): Always do regular, periodic **Backups** of your **I-TMS** data files using the I-TMS **Tools** function in country, if you are subject to **power outages** or “**brownouts**,” etc.

This concludes work on your I-TMS Exercise.